



**U.S. Department
of Transportation**

Office of the Secretary
of Transportation

400 Seventh St., S.W.
Washington, D.C. 20590

OCT - 4 2006

MEMORANDUM TO: Administrative Management Council

FROM:

Linda J. Washington
Acting Assistant Secretary for Administration

SUBJECT:

Reporting Requirements relative to the DOT Grants
Information System (GIS) and the Catalog of Federal
Domestic Assistance (CFDA)

As Federal grant streamlining initiatives continue to move forward, agencies are under greater scrutiny by the Office of Management and Budget (OMB) and Congress for ensuring timely and accurate reporting in the Federal Assistance Awards Data System (FAADS) and the CFDA. The purpose of this memorandum is to reinforce and remind DOT Operating Administrations (OAs) of their responsibilities to comply with the Financial Management Assistance Requirements in DOT Order 4600.17A, and the CFDA and GIS reporting requirements in Appendix H.

During this past year, the Department conducted various grant program surveys in response to OMB data requests and Public Law 106-107, the Federal Financial Assistance Management Improvement Act of 1999, activities. The results from these surveys revealed a significant number of grant programs that were not reported in either the CFDA or the GIS. Additionally, a number of errors and duplications were also found for several programs reported in the GIS which transmits departmental grants award data to FAADS. Although it is expected that most of these omissions and data errors have since been corrected in the CFDA and GIS, the initial findings elevated the Department's awareness and concerns regarding substantial improvements needed by grant program managers for more timely and accurate reporting. It is imperative that appropriate steps be taken by each OA to make certain that newly assigned and existing staff are properly trained and adhere to the CFDA and GIS reporting requirements. Program managers must also be held accountable for verifying the integrity of grants award data reported quarterly in the GIS. The aforementioned DOT Order, which includes Appendix H can be accessed at <http://www.dot.gov/ost/m60/grant/regs.htm>

The Office of the Senior Procurement Executive (OSPE) is currently in the process of updating the Department's contact lists. Please review the attached list of primary CFDA and GIS coordinators for your agency and submit any changes or corrections to the OSPE

representatives listed below by October 10, 2006. OA coordinators and program managers are encouraged to contact the listed OSPE representatives if further guidance is needed for preparing or validating CFDA and GIS submissions.

OSPE Contact for CFDA: Ellen Shields
Program Analyst
OSPE, Grant Management Business Policy
Telephone: (202) 366-4268
Email Ellen.Shields@dot.gov

OSPE Contact for GIS: Laverne Taylor
Information Technology Specialist
OSPE, Grants Management Business Strategies
Telephone: (202) 366-4279
Email Laverne.Taylor@dot.gov

Attachments

1. GIS Contact List
2. CFDA Contact List

cc: M Office Directors

Department of Transportation (DOT) GIS Contacts

The representatives below are the Grants Information System (GIS) coordinators currently listed for each Operating Administration. Please notify Laverne Taylor at Laverne.Taylor@dot.gov by October 10, 2006, of any changes required. For questions or assistance needed concerning the GIS reporting requirements, contact Laverne via e-mail or call her directly on (202) 366-4279.

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NOTE: Need to identify the primary GIS contact for FAA's Airport Improvement Program (AIP)

FMCSA

NOTE: Need to identify the primary GIS contact for FMCSA

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NOTE: MARAD does not report any data in the GIS (Refer to Brian Blower or Rita Jackson)

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Departmental Contact for GIS:

Laverne Taylor
 Information Technology Specialist
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 400 - 7th Street, SW, Room 7101
 Washington, DC 20590
 Email: laverne.taylor@dot.gov
 Telephone: (202) 366-4279

Department of Transportation (DOT) CFDA Contacts

The representatives below are the Catalog of Federal Domestic Assistance (CFDA) coordinators currently listed for each Operating Administration. Please notify Ellen Shields at Ellen.Shields@dot.gov by **October 10, 2006**, of any changes required. For questions or assistance needed concerning the CFDA reporting requirements, contact Ellen via e-mail or call her directly on (202) 366-4268.

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Departmental Contact for GIS:

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